



# Lake County

*JSEC Insider*

## New Resource for Independent Contractors

The MT Dept of Labor & Industry now has regional contact personnel to serve as resources for Independent Contractors. They are to serve as a resource for those who are applying to become an Independent Contractor as well as for those who utilize contractors. Our regional contact, Brenda Kitterman, is located in Kalispell and may be reached by phone at 406.257.4075 or by E-mail: Bkitterman@mt.gov. We are currently networking with Brenda to offer workshops in our area.

## Free Posters!

Remember to ask Job Service for the 5-in-1 Posters and USERRA Posters! Don't let private companies make you believe that you have to pay for them. They are FREE of charge from your local Job Service office. Just call 883-7880

## JSEC Representatives

Karen Dellwo, JSEC Chair  
Todd Erickson, Coordinator 883.7885  
Patti Patterson, Co-Coordinator 883.7883  
Mike Shoquist, Job Service Manager

## ***My Emotions got In The Way! Exploring Emotional Intelligence at Work***

*Emotions play a much greater role in thought, decision making and individual success than is commonly acknowledged. Improving a person's Emotional Quotient (EQ) involves building a set of skills which include: control of one's impulses, self-motivation, empathy and social competence in interpersonal relationships. The relationship between EQ and success at work is much stronger than IQ and success*

***Learn how to develop tools to build star performers in your organization***

***EQ... The Emotionally Intelligent Workplace  
Presented by Mark Willmarth***

*Monday, March 20, 2006  
Mission Valley Power Conference Room, Pablo, MT  
Registration 8:00 am Presentation 8:30am-12:30pm*

### ***Who should attend?***

*Anyone in your organization who works in a team, wants to be more effective professionally and personally, or engages your customers either internally or externally...*

***EVERYONE IN YOUR ORGANIZATION SHOULD ATTEND!***

*Create a Culture of teamwork and effective communication  
Call today for more information and to register! 883.7880*

## Employer Resource Room

The employer resource room is available to all employers' for purposes of creating business plans, creating job descriptions, employee handbooks or policy manuals. It also serves as a neutral interviewing space as well as a resource area for employers' to do research. Our current computer based resources include DSL Internet access, Policies Now!, and Descriptions Now! soft ware. Our Printed resources include "HR Magazine," "MT Employment Law," "Business 2.0," "Fortune Magazine," "HR Toolkit" and a wide selection of books and videos for employers' to check out - all at no charge! Please stop by or visit us to browse through these resources.





Lake County Job Service Workforce Center  
PO Box 970  
417 B Main Street  
Polson, MT 59860

### ***Top Ten Mistakes in Employee Handbooks***

***Adopted and revised from 'The HR Specialist.' [www.hrspecialist.net](http://www.hrspecialist.net)***

- 1) Adopting a "Form" Handbook which includes policies that don't apply to your business
- 2) Including lots of details on procedures that can confuse employees. Stick to company policies
- 3) Mentioning an employee probationary period. MT law provides for a 6-month probationary period  
MCA 39-2-904 (2) (b) If you state less than the 6 months, then you are liable for it
- 4) Being too specific in your discipline policy can give the impression that every possible infraction is covered
- 5) Not being consistent with other company documents
- 6) Not requiring employees to sign that they have read the handbook
- 7) Contradicting the handbook by what you say and do
- 8) Not having the handbook reviewed by an attorney
- 9) Failing to update the manual frequently to reflect current law
- 10) Setting unrealistic policies. If you know your supervisor's won't enforce it, don't put it in the handbook.



## **JSEC Members**

Karen Dellwo, First Interstate Bank, Chair  
Theresa Jones, St. Luke Hospital, Treasurer  
Rick Molenda, Western Bee  
Emily Peck, Polson School Dist., #23  
Joyce Rogers, Western Building Center  
Ken Rohrenbach  
Michelle Cope, Polson Chamber  
Lettie Neuman - Kicking Horse Job Corps  
Audi Moran - S&K Technologies  
Paula Weaver, Tamsco  
Marilyn Becker, OPA  
Nikki Montesano, Jore Corporation  
Adina Fox, Ronan Telephone  
Wayne Fuchs, St. Luke Hospital

## **Soft Skills Committee**

The committee's first presentation to the PHS Junior class was presented on Friday, January 20th. Members Karen Dellwo, Ken Rohrenbach, Michelle Cope and Todd Erickson gave five presentations to the PHS Junior class via Mr. Thomas's English class. The presentation outline covered Job Service and its resources, how to apply for a job, how to interview for a job, and how to "maintain" a job. Each member of the committee participated in the presentation.



To keep current on Wage & Hour laws; new available resources, new employer information, upcoming Work Shops; previous Newsletters: visit our website: [employlakecounty.com](http://employlakecounty.com) or call Todd Erickson, Business Advocate @ 406.883.7885 email: [toerickson@mt.gov](mailto:toerickson@mt.gov) New hours: Monday-Friday 9:00-2:30